

Office Memorandum

Date: October 27, 2021

To: HR Directors and Designees, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators in the Departments of Commerce, Corrections, Natural Resources and Public Safety

From: Dori Leland, Enterprise Director, Employee Classification and Compensation

Subject: **Salary Adjustments for the 2019 - 2021 biennium – Year 1 and Year 2:
Minnesota Law Enforcement Association (MLEA)**

Minnesota Management and Budget (MMB) will implement the Year 1 and Year 2 salary provisions of the Minnesota Law Enforcement Association (MLEA) contract over the weekend of October 29, 2021 and Monday night, November 1, 2021. This memo provides instructions and critical timelines for agency Human Resources offices.

For both years, MMB will apply wage adjustments to the job records of employees covered by the MLEA contract and for “insufficient work time employees” in related job classes. The wage adjustments provide the following increases for MLEA employees: 2.25% effective July 1, 2019; 2.5% effective July 1, 2020; and 8.45% (or 8.45% + 2% for employees at the top of the range) October 22, 2020.

Please note: The 2019 - 2021 MLEA contract establishes compensation rates on three consecutive salary grids for both Salary Administration Plans: 1BB and 1C. Because of this unusual scenario, MMB needs to process the salary mass update in two separate runs. The first will occur over the weekend of October 29 and the second will occur the following Monday evening, November 1. **You must not enter, correct or delete any SEMA4 HR transactions for employees covered by MLEA at any time on Monday, November 1.**

Year 1 and Year 2 General Salary Adjustment

Over the weekend of October 29, MMB will:

- Insert a SEMA4 job row with an effective date of **7/1/2019** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2019 and include a Job Data comment to indicate the rate of pay has been updated by the salary mass update.
- Insert a SEMA4 job row with an effective date of **7/1/2020** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2020 and include a Job Data comment to indicate the rate of pay has been updated by the salary mass update.

October 22, 2020 Salary Adjustment

On Monday night, November 1, 2021, MMB will insert a SEMA4 job row with an effective date of **10/22/2020** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 10/22/2020 and include a Job Data comment to indicate the rate of pay has been updated by the salary mass update.

The new rates of pay for all three effective dates will display in SEMA4 on Tuesday, November 2, 2021.

Special Processing for State Patrol Troopers

In the fall of 2020, State Troopers (Job Code 007991) were given a salary differential, P07SPT, to provide an increase representing 8.4% of salary, effective 10/22/2020. The newly approved October 22, 2020 salary grid, which is being implemented as part of this process reflects that increase (plus an additional .05%, and an additional 2% for employees at the top of the range). Therefore, at the beginning of this process, the weekend of October 29, MMB will run a special salary update for Troopers with Differential P07SPT. This update will add a sequenced Job row, effective 10/22/2020 with action Pay Rate Change and reason EDF to end the differential. Any subsequent rows will be updated to remove the differential. When the final update runs on Monday evening, Nov 1, the pay previously provided by that differential will be re-instated (plus the additional .05% and an additional 2% for troopers at the top of the range) when the State Patrol Troopers are placed on the new 10/22/2020 salary grid.

Mass update reports for year 1 and year 2, available Tuesday, June 4, 2019

On Tuesday, November 2, two versions of report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. One report is for the 7/1/2019 and 7/1/2020 salary mass updates, and the other report is for the 10/22/2020 salary mass update. These reports reflect employees' new rates of pay. Please review these reports for accuracy. Note: After you open report HP7041, you will see Report ID PDHR7063 in the upper left corner.

Work-Out-of-Class and Trainee pay rates

The mass updates will increase employee permanent rates of pay only.

Agencies must calculate and enter the rates of pay for work-out-of-class assignments. MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of November 1, 2021.

Agencies must update the rates of pay for trainees for wage adjustments allowed by the trainee plan. MMB will send agencies separate instructions and a list of employees in training assignments the week of November 1, 2021.

New appointments

Employees who are appointed to positions covered by this contract after July 1, 2019 will receive the 2.25% general adjustment. However, the mass update will **not** insert a 7/1/2019 Pay Rate Change / GEN row because the employee was not yet appointed to the position on that date. The general adjustment mass update will be applied on rows with effective dates equal to or greater than the date of the appointment.

Employees who are appointed to positions covered by this contract after July 1, 2020 will receive the 2.5% general adjustment. However, the mass update will **not** insert a 7/1/2020 Pay Rate Change / GEN row because the employee was not yet appointed to the position on that date. The general adjustment mass update will be applied on rows with effective dates equal to or greater than the date of the appointment.

Employees who are appointed to positions covered by this contract after October 22, 2020 will receive the 8.45% (or 8.45% + 2% for those at the top of the range). However, the mass update will **not** insert a 10/22/2020 Pay Rate Change / GEN row because the employee was not yet appointed to the position on that date. The general adjustment mass update will be applied on rows with effective dates equal to or greater than the date of the appointment.

Separated employees

- Employees who are separated (with an Inactive HR status) on October 29, 2021 will **not** be included in the salary mass updates. Employees who separated from state service between 7/1/2019 and 10/29/2021, must make a written request to their HR office in order to receive the salary update and retroactive pay. They have two years from the date of the retro paycheck to make their request, by November 19, 2023. Agencies are responsible for updating their job records with the salary increase rows and any subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoffs and severance payments previously made to the employee.
- Employees who have a future-dated separation effective after October 29, 2021 will receive the year 1 and year 2 wage adjustments. However, the rate of pay on the separation row will **not** be updated. Agencies must manually update this row with the new rate of pay.

Questions?

If you have questions about the implementation of these salary adjustments, please contact your MMB SEMA4 HR Specialist:

- Shantia Hutchinson - Shantia.Hutchinson@state.mn.us
- Mary O'Connor - Mary.OConnor@state.mn.us
- Jenny Swenson - Jennifer.Swenson@state.mn.us

SEMA4 Salary Adjustment Timeline – MLEA Year 1 and Year 2

Date	Event
Weekend of 10/29/2021	MMB processes Mass Updates for employees covered by MLEA: <ul style="list-style-type: none"> • Trooper Update to end Differential P07SPT, effective 10/22/2020 • 2.25% general adjustment, effective 7/1/2019 • 2.5% general adjustment, effective 7/1/2020
Monday, 11/01/2021	Agencies do not enter, correct, or delete any SEMA4 HR transactions for employees covered by MLEA.
Monday evening, 11/01/2021	MMB Processes Mass Update for employees covered by MLEA: <ul style="list-style-type: none"> • 8.45% or 8.45% + 2% general adjustment, effective 10/22/2020
11/02/2021 – 11/08/2021	Agencies review both versions of report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect. One report is for the 7/1/2019 and 7/1/2020 salary mass updates, and the other report is for the 10/22/2020 salary mass update.
11/02/2021 – 11/08/2021	Agencies enter rate increases for work-out-of-class and trainee assignments. Further instructions regarding work-out-of-class transactions and trainee assignments will be provided.
11/19/2021	Paycheck reflects the general adjustments for employees covered by MLEA.